THE UNIVERSITY OF ARKANSAS AT PINE BLUFF
POSITION ANNOUNCEMENT

ATHLETIC COMPLIANCE COORDINATOR

The University of Arkansas at Pine Bluff, an NCAA Division I member of the Southwestern Athletic Conference and one of the leading institutions of higher education in the region, is accepting applications for the position of Athletic Compliance Coordinator. The incumbent will be charged with coordinating programs to ensure compliance with all University, Conference and NCAA rules and regulations governing the intercollegiate athletics program. Specific duties associated with this position shall include, but not be limited to: Serving as the primary liaison to all sports for all compliance related issues; performing research and providing interpretations of rules, regulations and policies to both internal and external constituents; administering a comprehensive rules education program; staying up-to-date on current trends and legislation in the industry and communicate this information to the appropriate constituents; researching and preparing violations reports, waivers and appeals; monitoring progress-toward-degree requirements of student-athletes pursuant to NCAA rules and regulations and coordinating eligibility certification for all sports in coordination with academic support staff, registrar and faculty athletics representative; coordinating the completion of required NCAA and Conference compliance forms to APR, sports sponsorship and other eligibility matters; serving as liaison to Office of Student Financial Aid and Scholarships regarding student-athlete financial aid; serving as liaison to the Office of Admission, University Registrar and Institutional Research; serving as liaison with the NCAA Initial-Eligibility Clearinghouse; and monitoring amateurism, athletic participation, recruiting, employment, playing and practice seasons, awards and benefits activities for all sports . **MINIMUM QUALIFICATIONS:** Bachelor's degree and at least four years of experience in athletics compliance at an NCAA-member institution or on the national level.

Interested applicants should send a cover letter, resume' and contact information on a minimum of three professional references by to:

Athletic Compliance Coordinator Search Committee
c/o Human Resources Department
University of Arkansas at Pine Bluff
1200 North University Drive
Pine Bluff, Arkansas 71601

Review of applications will commence immediately and continue until the position is filled.

"UAPB is an Equal Opportunity/Affirmative Action Employer.
Full Participation by Women and Minority Groups is Encouraged."